

19 October 1961

Office of the DD/S

Attention: 

CIA Records Administration Officer

Report of Records Activities for the DD/S Area

1. You may be interested in seeing the attached charts which show the trend of records holdings and rate of destruction within the Agency for the past five years. I am also enclosing a breakdown of the statistical data compiled from the last reports from the DDS Area Records Officers.

2. As you will note, the rate of destruction of records by all headquarters offices has more than doubled the past two fiscal years. I attribute this to the fact that records control schedules are being followed more diligently. You will see also that records holdings in all headquarters offices were reduced this past year by more than 33,000 cubic feet - 18%.

3. Significant factors derived from our analysis indicate increases in records holdings for the Offices of Security, Communications and the General Counsel. These are offset by decreases reported for the Offices of the Comptroller, Logistics and Personnel and the Management Staff. The largest holdings are maintained in the Office of Security - 8,384 cubic feet, which is 27% of the DDS total. The Office of Training ranks second with 6,967 cubic feet or 22% of the DDS total of 31,554 cubic feet.

4. The figures indicate that the DDS Area Records Officers are making a diligent effort to improve the records activities within each office. On the other hand there is a fairly large volume of temporary records in the offices and in the Center of which there is no definite disposition instruction. I am now working with the records officers to see what we can do to solve this problem. The officials at the National Archives are likewise concerned about this from a Government-wide view and Dr. Grover, the Archivist, has a task force working on the problem.



Enclosures:

2 - Bar Charts

2 - Reports on DDS Offices

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Records in Headquarters Offices at end of Fiscal Year 1956-1961

